Positive Pay Export

A Positive Pay file may be set up and exported from Agvance in eighteen *File Types.*

File Types

File Type	Accepted By
Format 1	Key Bank, Rabobank, Dacotach Bank
Format 2	Co-Bank
Format 3	US Bank
Format 4	Nicolet Bank
Format 5	Bank of the West
Format 6	Bank of America (CashPro Format)
Format 7	Bank of Montreal
Format 8	Wells Fargo
Format 9	First Mid-Illinois Bank & Trust
Format 10	Commerce Bank
Format 11	Fairfield National Bank
Format 12	Banterra Bank
Format 13	Bank of America
Format 14	Wells Fargo
Format 15	Regions Bank
Format 16	Bank of Montreal (option to export to CAD or USD)
Format 17	Branch Banking and Trust Company
Format 18	UMB Bank
Format 19	BMO Harris Bank

Setup

In Accounting, navigate to the *Setup* tab at *Transfers / Export / Positive Pay.*

For *Format 1*, *8, 10, 12, 13*, or *19*, enter the *Bank ID*, which is provided by the bank.
If using *Format 2 - 7*, or *9*, *11*, or *14 -18*, the *Bank ID* is not required.

In the grid, select the *G/L Account(s),* and enter the corresponding *Bank Account #(s)*. When all necessary accounts are added, select **Save**.

The *G/L Accounts* selected on the *Setup* tab display on the *Export* tab.

- **Bank ID** – Enter the Bank ID to be included in the export file. This ID is optional for some formats.
- **G/L Account** – Double-click to select the G/L account that represents that bank account.
- **Bank Account #** – Enter the bank account number to be included in the export.

If an export file is created incorrectly, **Undo Transfer** allows the checks to be unmarked as *Transferred* so they can be included in a later transfer file.

Export

- **File Path** – Enter the path where the file is saved. Optionally use **Browse** to navigate to the path.
- **File Name** – Enter the name of the export file.
- **File Type** – Select the file type being created. The options are *Format 1* through *Format 18*. See the *File Types* tab for the banks currently supported by these formats.
- **Export Range** – Select to export based on a *Check Date* range or a *Check Number* range.
- **Tag All / Untag All** – These control selecting the accounts in the grid to be exported.
- **Load Set / Save Set** – Using **Save Set** allows the settings to be remembered for the export. **Load Set** allows selecting the Save Set to recall the settings.
- **Export** – Choosing this creates the export file.

Once the checks are loaded into the grid, select **Undo Transferred** to select the checks to be unmarked.

Notes

- When using *Format 8*, only one Bank Account per export file is allowed. If multiple *G/L Accounts* are marked for export, only the first one in the list is included.
- If using *Format 2*, the *File Name* must have a *.txt* extension.
- When *Check Date* is selected, the *Starting Check #* and *Ending Check #* columns on the grid do not display.
- A check is only included in the export file one time. Once exported, it will not be included again even if the check falls within the selected range.